# Spring 2016 Wisconsin Forward Exam
# Technology Coordinator Checklist

This checklist is intended to be used **in conjunction** with the **Technology User Guide** (available January 2016). See blelow for location.

All tasks below are **required** for successful implementation.

| ✓ | Task | When (Suggested) | Resources |
|---|------|------------------|-----------|
| | Review the **Technology Overview** presentation and **Technology Readiness Package** | 8 – 12 weeks before testing begins | http://dpi.wi.gov/assessment/forward/technology |
| | Whitelist the necessary URL and IP addresses (see **Technology User Guide** for specific URLs and IP addresses) | 4 – 8 weeks before testing begins | http://dpi.wi.gov/assessment/forward/technology |
| | Install Testing Site Manager (TSM). Install *before* INSIGHT. DRC Recommends 1 TSM per 150 *concurrently* testing devices | 4 – 8 weeks before testing begins | Download from https://wi.drcedirect.com – secure login required. |
| | Start the TSM and, if necessary, name it using the following naming convention: *district, school, building, location in the building* | 4 – 8 weeks before testing begins | See "Using the TSM" in the **Technology User Guide** http://dpi.wi.gov/assessment/forward/technology |
| | Start the Device Toolkit. Set up ORG Units and group your testing devices in the ORG Units. | 4 – 8 weeks before testing begins | Access at https://wi.drcedirect.com – secure login required See "DRC INSIGHT Device Toolkit" in the **Technology User Guide** http://dpi.wi.gov/assessment/forward/technology |
| | Install the INSIGHT testing software on testing devices | 4 – 8 weeks before testing begins | Download from https://wi.drcedirect.com Refer to the **Technology User Guide** for specific device processes http://dpi.wi.gov/assessment/forward/technology |
| | Complete a System Readiness Check on testing device(s) | 4 – 8 weeks before testing begins | See "Using the System Readiness Check" in the **Technology User Guide** http://dpi.wi.gov/assessment/forward/technology |
| | If you have students who will test using Video Sign Language (VSL - online delivery method for American Sign Language or ASL), review "Video Sign Language (VSL) Configuration" in the **Technology User Guide**. | 4 – 8 weeks before testing begins | **Technology User Guide** http://dpi.wi.gov/assessment/forward/technology |
| | If you have students who will test using TTS, review "Text-to-Speech (TTS) Configuration" in the **Technology User Guide**. | 4 – 8 weeks before testing begins | **Technology User Guide** http://dpi.wi.gov/assessment/forward/technology |
| | Run at least one Wisconsin Forward Online Tools Training (OTT – practice test) at each testing location. DRC recommends using a practice test that has Text to Speech or Visual Sign Language (VSL - online delivery method for American Sign Language or ASL) to ensure the TTS/VSL files have been added to the TSM. | 1 – 2 weeks before testing begins | See "Student Directions and Practice Items" in the **Technology User Guide** http://dpi.wi.gov/assessment/forward/technology |
| | Verify the correct number of headphones are available/working (for all ELA and accommodated tests) | 1 – 2 weeks before testing begins | **Technology User Guide** http://dpi.wi.gov/assessment/forward/technology |
| | iPads: Pair external keyboards w/iPads | 1 – 2 weeks before testing begins | **Technology User Guide** http://dpi.wi.gov/assessment/forward/technology |
| | iPads: Provide Building Coordinator with 4-digit code to stop Guided Access (if applicable)*Note: This code is a secure test material) | 1 – 2 weeks before testing begins | **Technology User Guide** http://dpi.wi.gov/assessment/forward/technology |
| | Provide System Readiness Check Access Code to Building Coordinator (this code is displayed at bottom of ORG unit list in eDIRECT) | 1 – 2 weeks before testing begins | See "The System Readiness Check" in the **Technology User Guide** http://dpi.wi.gov/assessment/forward/technology |
| | Verify all tests display a status of "Up to Date" in the TSM | First day of testing | See "Using the TSM" in the **Technology User Guide** http://dpi.wi.gov/assessment/forward/technology |
| | On the first day of testing, verify that all content, including TTS and VSL (online delivery method for American Sign Language or ASL) (if being used), displays a status of **up to date** in the TSM | First day of testing | See "Using the TSM" in the **Technology User Guide** http://dpi.wi.gov/assessment/forward/technology |
| | At the end of each day of testing, verify that there are no unsent test responses on the TSM | End of each day of testing | See "Response Caching-Viewing Unsent Student Test Responses" in the **Technology User Guide** http://dpi.wi.gov/assessment/forward/technology |

| ✓ | Task | When (Suggested) | Resources |
|---|------|------------------|-----------|
| | Remain readily available to District and School Assessment Coordinators throughout test window to help with troubleshooting. | Throughout testing window | |

## Pre-Testing Checklist for Non-Desktop Devices

*The following is a checklist of items DTCs must verify and complete before testing with non-desktop devices, such as iPads, Chromebooks, Android, or Windows devices.*

| ✓ | Task | When (Suggested) | Resources |
|---|------|------------------|-----------|
| | Ensure that the device is connected to the correct Wi-Fi network | 1 – 2 weeks before testing begins | See "System Requirements and Testing Information" in the **Technology User Guide** http://dpi.wi.gov/assessment/forward/technology |
| | Ensure that the latest version of the DRC INSIGHT App is installed on each device | 4 – 8 weeks before testing begins | See "System Requirements and Testing Information" in the **Technology User Guide** http://dpi.wi.gov/assessment/forward/technology |
| | Ensure that all devices are fully charged or plugged in | Throughout testing window | See "System Requirements and Testing Information" in the **Technology User Guide** http://dpi.wi.gov/assessment/forward/technology |
| | An external keyboard is required for all tests containing open-ended items (such as constructed-response items). | Throughout testing window | See "System Requirements and Testing Information" in the **Technology User Guide** http://dpi.wi.gov/assessment/forward/technology |

## iPad-Specific Checklist

| ✓ | Task | When (Suggested) | Resources |
|---|------|------------------|-----------|
| | Ensure that the iPad device's soft keyboard is set to English and that the Emoji keyboard is deleted | 1 – 2 weeks before testing begins | See "System Requirements and Testing Information" in the **Technology User Guide** http://dpi.wi.gov/assessment/forward/technology |
| | Manually pair one keyboard with one iPad device if you are using external Bluetooth keyboards. Remember to pair the keyboards as you configure each iPad to avoid confusion about which keyboard is associated with the iPad. | 1 – 2 weeks before testing begins | See "System Requirements and Testing Information" in the **Technology User Guide** http://dpi.wi.gov/assessment/forward/technology |
| | Ensure the Check Spelling, Predictive Text, Auto-Correction, and Auto-Capitalization are turned off on each iPad device* | 1 – 2 weeks before testing begins | See "System Requirements and Testing Information" in the **Technology User Guide** http://dpi.wi.gov/assessment/forward/technology |
| | Enable and activate Guided Access on each iPad device.** Be sure to provide the four-digit passcode to School Assessment Coordinators. This passcode is considered a secure test material and must be kept from students. | 1 – 2 weeks before testing begins | See "System Requirements and Testing Information" in the **Technology User Guide** http://dpi.wi.gov/assessment/forward/technology |

\* Many Mobile Device Management (MDM) solutions can perform this task. If you must perform this task manually, see the following topics in the **Technology User Guide**: "Installing INSIGHT using a MDM Solution and Configuring it Manually," "Working with Guided Access," and "iOS 8 – Predictive Text and the Emoji Keyboard."

\*\* An alternative to Guided Access is Autonomous Single App Mode (ASAM), supported by some MDMs (see "Autonomous Single App Mode (ASAM)" in the **Technology User Guide**).

**Questions Regarding INSIGHT, TSM, or the tasks listed on this checklist?**
Consult the **Technology User Guide** for comprehensive support.
You may also call the DRC WI Help Desk at 1.800.459.6530